

**VISAYAS STATE UNIVERSITY**  
**Visca, Baybay City, Leyte**  
**SUMMARY OF SALES, COLLECTIONS AND REMITTANCES**  
**SPECIAL TRUST FUND**

**PROJECT: Coconut Food (STF 6.5)**

**Month: December, 2021**

**I. SALES DURING THE MONTH**

1. Cash Sales	15,770.00
2. Credit Sales	5,020.00
3. Total Sales	<b>20,790.00</b>

**II. ACCOUNT RECEIVABLES**

1. Balance, beginning of month	65,154.92
2. Add: Credit sales this month	5,020.00
3. Total receivables this month (1 + 2)	<b>70,174.92</b>
4. Less: Collections during this month	<b>6,600.00</b>
a. Cash/check	0.00
b. JV's and OR's	6,600.00
5. Balance end of month	<b>63,574.92</b>

**III. COLLECTIONS AND REMITTANCES DURING THE MONTH**

1. Cash on hand, beginning of month	<b>0.00</b>
2. Add: Cash sales (I.1)	15,770.00
Collection of accounts receivable (II.4)	6,600.00
Other payment: Freight and Handling	0.00
3. Total cash during the month (1 + 2)	<b>22,370.00</b>
4. Less: Remittances to the cashier	<b>22,370.00</b>

Date	OR No.	Amount
December 2, 2021	605416	6,600.00
December 9, 2021	605574	825.00
December 9, 2021	605575	2,475.00
December 22, 2021	0605789	4,320.00
December 22, 2021	0605790	120.00
December 22, 2021	0605791	2,000.00
December 22, 2021	0605792	1,560.00
December 27, 2021	0605844	4,470.00
	<b>TOTAL</b>	<b>22,370.00</b>

**IV. 5. Cash on Hand, end of the month (3-4)**

Prepared by :

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Clerk/ In charge

Certified Correct:

**MARISEL A. LEORNA**

Project Manager

Verified Correct:

**MARIA TERESA A. CRUZ**

Head, IASO

**JUNE LILIA R. KIRONG**

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Director, IGP

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President